

**ALASKA DEPARTMENT OF NATURAL RESOURCES
DIVISION OF FORESTRY
ALASKA INCIDENT BUSINESS MANAGEMENT HANDBOOK**

INCIDENT PAYROLL

Fire personnel time is kept on Form OF-288, Emergency Firefighter Time Report. For regular state employees the OF-288 is the mandatory backup for out-of-Area assignments, and must accompany the regular state timesheet to Juneau. All time should match between the two forms. See the examples on pages 13 and 14 for how to fill out an OF-288.

All DOF personnel record regular fire time to incidents supported. Leave or holiday time is never charged to an incident collocation code or ledger code. They are properly charged only to the code of record except when working on incidents or assignments before or after the determined seasonal LWOP date.

Hiring Employees Of Other State Departments

Persons employed by the State in Divisions other than Forestry or Departments other than Natural Resources, can work on an incident after their regular daily work schedule. However, if they work during their regular work hours, an RSA must be in place. Contact the Regional Admin so they are aware of the situation and can establish RSAs as needed. Employees of other Departments in State government cannot take leave from their regular job to work for the Division of Forestry.

Pay Administration

Workweek

For overtime computation purposes, the workweek begins Monday morning at 12:01 AM (0001) and ends Sunday night at 12:00 midnight (2400), unless the workweek is otherwise defined by union agreement. Overtime is paid according to applicable bargaining unit rules for regular state employees. Crew EFF are paid no less than 8 hours of work per day except first and last day. Non-crew EFF only get paid for actual hours worked. Mandatory days off are uncompensated.

Shifts and Daily Work/Rest Ratio

Work shifts that exceed 16 hours and/or consecutive days that do not meet the 2:1 work/rest ratio must have written justification from the Incident Commander or Agency Administrator. No work shift should exceed 24 hours. If extenuating circumstances such as initial attack dictate an excessive shift, incident personnel must resume 2:1 work/rest ratio as quickly as possible.

Mandatory Day Off

State employees are not paid for mandatory days off and do not receive standby pay while on mandatory days off. State of Alaska policy is 1 day of rest in 21 days.

Length of Commitment

Normal length of commitment from initial dispatch is 14 days, excluding travel. This commitment may be extended in 7-day increments if **pre-approved** by the individual's home unit supervisor.

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LTC Work on Incident

LTC employees cannot record any hours using the out-of-class code (108) on their timesheet, nor can they consider that any work done on assignment is out-of-class for any purpose.

Compensable Travel Time

Compensable travel time begins at the airport prior to departure based on the air carrier's requirements (up to two hours). Travel time from the lodging site to the work site is compensable (e.g., from a hotel to a dispatch center). Travel time from a "pick up point" to the work site is compensable (e.g., from fire camp to a drop point by bus). Time spent at an individual's residence preparing for an assignment is not compensable.

Overtime Calculation

- Emergency Firefighters (EFF) – Employees who regularly work a 40 hour workweek shall receive overtime for hours worked in excess of 40 hours of work per week at the rate of one and one-half (1½) times the appropriate rate of pay. Mandatory day(s) off DO NOT apply to meeting the 40-hour threshold for overtime calculation purposes.
- General Government Unit (GGU) - Overtime eligible members who regularly work a 37.5 hour workweek shall receive overtime for hours worked in excess of 37.5 hours of work per week at the rate of one and one-half (1½) times the appropriate rate of pay. Mandatory day(s) off, leave hours, and paid non-worked holidays DO NOT apply to meeting the 37.5-hour threshold for overtime calculation purposes. Hours worked on a holiday do apply toward meeting the threshold for the purpose of overtime calculation.
- Supervisory Unit (SU)-Overtime Eligible Members - All work performed by members of the bargaining unit in excess of forty (40) hours worked in a workweek is considered overtime and shall be paid at the rate of one and one-half (1½) times the appropriate regular or shift rate of pay. Mandatory day(s) off, leave hours, and paid holidays DO NOT apply to meeting the hours worked threshold for overtime calculation purposes. All hours worked on a holiday by an overtime eligible employee will be compensated at 1.5 times the member's regular hourly rate (Article 25.7). All work performed in excess of 37.5 hours but less than 40 hours in pay status per week is paid at the appropriate regular or shift rate of pay which is recorded in the OT Straight column on the timesheet.
- Supervisor Unit (SU) – Overtime Ineligible Members
 - The Wildland Fire Activities LOA 08-SS-267 entitles FLSA exempt DOF employees at Range 22 and below additional compensation while working within his/her geographic area of responsibility in support of wildland fire activities. All work performed between 42.5 and 84 hours of work per week will be compensated at the rate of time and one-half (1.5) the employee's annualized hourly rate of pay.
 - The Incident Resource Order Compensation for Out-of-Area and Out-of-State assignments, 05-SS-211, entitles FLSA exempt DOF employees at Range 22 and below

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to additional compensation when the employee is relieved of his/her regularly assigned duties and assigned to an Incident Resource Order away from his/her normal duty station for the purpose of on-site fire suppression work. During such assignment, an authorized employee shall receive compensation at the annualized hourly rate for each hour of work in excess of thirty-seven and one-half (37.5) hours of work and less than forty (40) hours of work in the workweek, and shall receive compensation at one and one-half (1.5) times the annualized hourly rate of pay for each hour of work in excess of forty (40) hours of work in a workweek.

For overtime ineligible SU members, in order to receive overtime compensation for a fire assignment, an SU member must check the LOA or IROC box on the timesheet and must note resource order and fire number in the remarks section. The SU employee will not get paid unless the required information is provided.

- Public Employees Local 71 (LTC) - The employee shall be paid overtime for all work in excess of *eight (8) hours in any one day and forty (40) hours in any one week, at one and one-half (1.5) times the basic rate of pay.* Mandatory day(s) off, leave hours, and holiday hours worked DO NOT apply to meeting the overtime threshold for overtime calculation purposes.

For all work performed on the employee's first or second scheduled day off, one and one half (1 ½) times the basic rate of pay shall be allowed. However, for all work on the seventh (7th) consecutive day or work, two (2) times the basic rate of pay shall be allowed. See LTC contract (13.06) for details.

Flex Time Agreements

- Supervisory Unit (SU) – When an OT exempt employee with an approved flex time agreement on file has a workweek of 45 hours, they will be provided with 2.5 hours of flex time for the 7.5 hours worked over 37.5 hours and they will be provided with flex time in half hour increments for the time worked over 42.5 hours. Other terms apply.
See <http://dop.state.ak.us/iscsi/fileadmin/HRForms/pdf/suFlexTime.pdf>
- General Government Unit (GGU) – When an OT exempt employee with an approved flex time agreement on file has worked a workweek of 50 hours, they will be provided with 7.5 hours flex time credit for the 12.75 hours worked over 37.5 hours, and they will be provided with flex time credits in half hour increments for time worked over 50 hours. Other terms apply.
See <http://dop.state.ak.us/iscsi/fileadmin/HRForms/pdf/gguFlexTime.pdf>

Seasonal Overtime Conversion

The box labeled GGU Seasonal Overtime Conversion on the DNR Time and Attendance Report is checked when Seasonal personnel opt to have overtime converted when they are put into seasonal

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leave without pay status. If the box is not checked, overtime is appropriately paid out in the pay period in which it was earned. Note: Even if the Seasonal employee opts for Seasonal Overtime Conversion on their hiring paperwork, they must “elect their choice” every pay period on their timesheet.

Fatigue Management

Jeff Jahnke’s May 2002 memo (see pages 20-21) outlined requirements for mandatory time off to manage staff fatigue and promote safety in operations. That memo still stands as the Division’s guide on this topic with the following exceptions/updates:

- A 24-hour period constitutes a day of rest rather than a calendar day. Employees should identify the date(s) and time(s) of the applicable 24 hour period in the comment section on their timesheet.
- A workweek consists of 37.5 hours in pay status within a maximum of five days in accordance with SU, ASEA, and LTC labor agreements.
- An employee cannot be placed on standby (it’s considered work status) when taking a mandatory (e.g., 21st) day off.
- When on assignment in-state or out-of-state, and assigned a day off, that day will be uncompensated. State employees and EFF must show zero hours on state timesheets and/or the OF-288 for that day.

Incident Resource Order Compensation (Iroc) and Wildland Fire Letter Of Agreements

See Regional Administrative Assistant for details.

Shift Differential

EFF are not entitled to shift differential.

LTC employees who start their shift between 1100 and 1959 hours will receive swing shift pay for the entire shift (3.75% of base hourly rate), subject to contract change.

GGU, SU employees who start their shifts between 1200 and 1959 hours will receive swing shift pay (3.75% of base hourly rate), subject to contract change.

All bargaining units receive graveyard shift pay (7.5% of base hourly rate) for entire shift when the shift starts between 2000 and 0559 hours, subject to contract change.

To ensure proper payment of shift differentials on the state timesheet, record appropriate regular

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and/or overtime hours in the normal columns as well as in the shift columns in the far right on the state timesheet. Also note in the comment line at the bottom of the timesheet that employee was assigned to a swing/graveyard shift. See page 15 for an example. When a bargaining unit member who is eligible to receive overtime works a shift that qualifies for shift differential pay, the employer shall compute overtime on the basis of the following formula:

$$(\text{Base rate} + \text{shift differential}) \times 1\frac{1}{2}$$

Recall (Call-Back, LTC)

EFF are not entitled to “recall” pay. General Government Unit, Supervisory Unit, and Public Employees Local 71 bargaining unit members eligible for overtime, who are called back to work within four (4) hours after the completion of their shift, are paid at the appropriate overtime rate for actual hours worked. On the timesheet note the actual hours worked in the “recall” column, rather than “4.” If they are recalled later than four (4) hours after completion of their regular shift, the bargaining unit member is entitled to a minimum of four (4) hours pay at the appropriate overtime rate. If the total callback hours worked exceed four (4), the bargaining unit member shall receive pay at the appropriate overtime rate for all the hours worked. A solicitation requesting information or availability for assignment does not constitute “call back” unless the employee is required to immediately report to work. Under the GGU contract, there are four situations for which recall is specifically excluded.

They are:

- If the additional work assignment was scheduled prior to the bargaining unit member’s leaving the work site at the end of the shift;
- If the employee who is contacted to return to work is on standby when contacted to return to work;
- If the employee has volunteered to be called for overtime during a specified pay period;
- If the employee is not required to report to a workstation or other location in order to perform the work.

Please note the attached memo (page 19) regarding LTC employees who are called back to work immediately prior to the start of their regularly scheduled shift.

Holidays

EFF are not entitled to holiday pay.

Short-term non-perms are not entitled to holiday pay.

Long-term non-perms are entitled to holiday pay.

All hours worked on a holiday are considered as overtime hours for overtime eligible members. Worked hours shall apply toward hours worked for OT calculation purposes for SU and GGU.

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Please note 7.5 hours under holiday on timesheet to code of record (unless working after the seasonal's LWOP date). Record actual hours worked on a separate line under overtime with the correct collocation and ledger codes.

Employees working altered workweek schedules should contact their Area or Regional Admin with questions regarding the affect of their workweek on holidays/holiday pay.

- Public Employees Local 71 - A designated holiday will normally be observed on the calendar day on which it falls, except that if a holiday falls on the employee's first regularly scheduled day off, it will be observed on the preceding day. If the holiday falls on the employee's second regularly scheduled day off, it will be observed on the following day.
- Supervisory Unit - A designated holiday will normally be observed on the calendar day on which it falls, except bargaining unit members who are regularly scheduled to work on Monday through Friday will observe the preceding Friday when the holiday falls on Saturday, and will observe the following Monday when the holiday falls on a Sunday. **SU employees only** may choose to float any designated holiday as long as it is **authorized in advance** and requested on the proper form. Full time employees who work a designated floating holiday shall be credited with 7.5 hours of personal leave.
- General Government Unit - A designated holiday will normally be observed on the calendar day on which it falls, except that if the holiday falls on a bargaining unit member's first regularly scheduled day off it will be observed on the preceding day. If the holiday falls on the bargaining unit member's second regularly scheduled day off it will be observed on the following day. Normally, only those bargaining unit members designated in advance by appropriate supervision will be required to work on a designated holiday. All hours worked on a holiday shall be paid at the holiday premium rate of time and one-half (1.5) the appropriate pay rate, in addition to seven-and-one-half (7.5) hours straight time holiday pay. Hours that an employee works, and for which he/she is compensated at the holiday premium rate, shall be considered hours worked for purposes of computing overtime eligibility under Article 22.02. Hours worked on a holiday shall be credited only once in the calculation of hours in the workweek. Exclusive of Holiday Pay provided for by article 24.01, no single hour worked at any time in a work period will be paid at greater than time and one-half.

Standby (On-Call, LTC)

EFF are not entitled to standby pay.

Short-term non-perms and long-term non-perms are not entitled to standby pay.

Employees are not paid standby on mandatory days off.

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- Public Employees Local 71 - An LTC employee placed on-call for a calendar day or a portion thereof, shall be paid one (1) straight-time hour at the employee's base hourly rate.
- General Government Unit - For GGU an amount equal to ten (10) percent of seven and one-half (7.5) times the employee's hourly base salary will be paid to an employee who is assigned to a standby roster for each calendar day or portion of a calendar day. Compensation shall include

geographic and shift pay as appropriate. Seven and a half (7.5) hours are shown in the Standby column for each day on standby regardless of number of hours on standby.

- Supervisory Unit – For each day on standby, in the “Standby” column, place a “1” for each calendar day on standby.
 - Overtime Eligibles – The employee will receive pay in an amount equal to $\frac{3}{4}$ of one hour's pay at the hourly base rate.
 - Overtime Ineligibles – The employee will receive pay in an amount equal to 1.25 hours pay at the annualized hourly base rate.

Individuals Ordered on Standby

In some instances, regular state employees may be required to be on standby to respond to an emergency situation. Standby is authorized by the supervisor's initials on the timesheet.

Regular Standby Status

Individuals may be on standby for an Overhead Team, Duty Officer rotation, particular fires, or high fire danger. If the individual is on standby for a particular fire, standby is entered for that date on the same line as the regular time and overtime being coded to the fire. For other standby, the hours are entered on a separate line of the timesheet and the standby code is used. (See the Suppression Component Coding chapter)

Hazard Pay

EFF are not entitled to Hazard pay.

Bargaining unit members who are required to work under dangerous conditions as determined by their bargaining unit contract shall receive hazard pay of seven and one-half per cent (7½ %) in four (4) hour increments so worked.

Bargaining units define dangerous conditions as follows:

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Public Employees Local 71 - Working at heights more than twenty-five (25) feet above the ground on towers, bridgework, or antennae; handling explosives so designated by the employer; transportation by or working under a helicopter required by the employer.

General Government Unit and Supervisory Unit - Dangerous conditions shall be defined as working at heights more than twenty-five (25) feet above the ground on towers, bridgework or antennae; handling explosives so designated by the employer; transportation by and working under a helicopter; working from low-altitude; light fixed-wing aircraft (except pilots); and underwater diving.

The LTC, GG, and SU contract provisions indicate that transportation by and working under a helicopter are activities eligible for hazard pay. (“Working under a helicopter” is referred to in GGU Article 21.05 B., LTC Article 13.06 D., and SU Article 24.5 A.)

To provide clarification about Forestry’s operations, two types of activities are considered working under a helicopter. Those two activities include 1) hover hook-ups, and 2) loading or unloading people or equipment when the helicopter rotors are in motion.

Bargaining unit members performing this work may record applicable time and claim for hazard pay.

The back of the DNR Time and Attendance Report is used to record Hazard time for all bargaining unit members.

- Enter Name, SSN, and pay period, to correspond with the front of the DNR Time and Attendance Report.
- Date: Enter date of hazardous duty. More than one line may be necessary for a given date.
- UP & DOWN: Enter time hazardous work begins and ends for each occurrence. Use military time.
- Enter the appropriate eight digit Collocation Code (10310130) and eight digit ledger code (the fire # starting with 73).

Meal Periods

Personnel assigned to, and who stay in, the incident camp are provided meals at the incident. These meals are normally standard rations, such as MREs with a fresh food supplement every third day on extended attack fires. Meal breaks are scheduled based on shift schedules.

Personnel working at their established duty stations are responsible for providing their own meals. Personnel assigned away from their normal duty station (home administrative unit), are entitled to subsistence. The Area/Regional Forester may authorize written exceptions because of extremely high fire activity.

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If an individual cannot be relieved for their meal break, they are entitled to compensation at the appropriate rate. Employees entitled to the additional ½ hour paid meal period, who do not receive the meal break, request the time recorder note “additional ½ hour lunch period not taken” in block 23 of the OF-288 time sheet. On the state timesheet the same notation is made in the comments section with the days listed for which the break was not received. HR adjusts the time to reflect the extra half hour of pay due the employee.

General Government contracts require an unpaid meal break at mid-point of a shift. If the employee is required to work continuously for more than two hours before or after the normal shift (i.e., 2.25 hours), a second ½ hour meal break is paid at the appropriate overtime rate.

Supervisory Unit contracts require an unpaid meal break at mid-point of a shift. If the employee is required to work continuously for 2 or more hours before or after the normal shift, a second ½ hour meal break is paid at the appropriate overtime rate.

The LTC contract requires an unpaid meal break approximately mid-point of each shift. If the shift exceeds 12 hours, the employee may request a second unpaid meal period (½ hour) after 8 hours of work.

All employees are required to take a ½ hour unpaid meal break mid-shift or one every six hours of work (lunch or dinner) in a controlled situation. When working on the fireline on an uncontrolled fire, breaks are not mandatory, but are recommended.

Closing Out Time Reports (OF-288's)

If feasible or practical, time reports are closed out on the 15th and end of each month. Time closeout is mandatory on June 30th due to the end of the fiscal year.

Signing Off EFF Crews/Single Resource EFF

There are five possible scenarios when dealing with demobing EFF. They are:

- Crew/Single Resource goes to another fire and timesheet is closed out
- Crew/Single Resource goes to another fire and timesheet goes with them
- Crew/Single Resource is sent home and timesheets are sent with them
- Crew/Single Resource is going home and travel time is projected
- Crew/Single Resource is going home and arrival time is reported by phone

Crew/Single Resource Goes to Another Fire

It is preferable to close out the time when the resource is released and start a new OF-288. Time on an incident ends when travel to another incident begins.

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Before closing out timesheets, use the checklist on page 11. The incident's Regional Admin will coordinate payroll processing.

Timesheet Goes With the Crew/Single Resource – It may not be feasible to close out a timesheet due to rapid mobilization needs, in which case the checklist on page 11 should be consulted to ensure all items necessary have been considered before signing off timesheets. The column showing the last hours worked on the first incident should be closed out and signed off by the incident Finance Section. Travel time to the next incident should start at the top of the next column. In the case of a crew, the timesheets should be given either to the Crew Representative (CREP) or the crew boss to be handed over to the Finance Section on the new incident.

Crew/Single Resource is Going Home

When the arrival time at the home unit can be dependably predicted, the incident closes out the timesheet. If crewmembers are traveling home on different aircraft, end times for the same crew will vary. Incident Regional Admins will coordinate final processing of the timesheets for crews. Where practical, start a new column for travel time home.

Open Timesheet Goes Home With the Crew/Single Resource - This option is only viable if: There will be someone at the home unit office to sign off the crew/single resource once they arrive there.

Before signing off the timesheets, review the checklist on page 11. The column showing the last hours worked on the incident should be closed out and signed off by the incident Finance Section. Travel time to the home unit should start at the top of the next column to be closed out at the home unit.

Projecting Time for Crew's ETA on the OF-288 - Before signing off the timesheets, use the checklist on page 11. Projecting time makes sense when the crew is returning to their home and there is no Forestry employee to sign off their time. Do not project arrival until transportation is secured and awaiting departure. Never short the crew time. Allow them plenty of time, usually as determined by dispatch, to get home.

Call Upon Arrival Home - In cases where the distance to the home town, air service availability or potential weather factors may affect arrival at a particular time, the individual resource, or crew boss will call Dispatch or Admin with their arrival time(s) so that it can be correctly recorded. This can often be the case when resources are traveling home to remote villages. Arrival times when using CWN (Call When Needed) aircraft can be verified through flight following records in the Area dispatch or logistics office. The time of arrival is relayed to the finance unit holding the timesheets

for completion. The yellow copy of the completed timesheet is mailed to the employee.

For crews on project fires, close out is mandatory on June 30th, which is the end of the State fiscal year. Otherwise, OF-288s are may be closed out on the 15th, the last day of the month, or at the end of the incident.

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Checklist for Closing Out Emergency Firefighter Time Reports (OF-288s)

- ✓ Prior to close out, have the Crew Boss look over all the crew time to alleviate disagreements before crewmembers sign their time reports.
- ✓ Is resource order # written near Block 1 in the top section?
- ✓ Is job title (mnemonic) written in Block 4 in the top section?
- ✓ Verify that the appropriate pay rate is being applied to the timesheet.
- ✓ Are there any duplicate or missing dates?
- ✓ Is the crew/employee going home or to another fire? If assigned to another fire, start a new OF-288 for the crew/employee to take.
- ✓ Have all the crew time reports been turned in and posted?
- ✓ Have all the commissary issues been posted? Do they add up correctly?
- ✓ Has the travel time back to the point of hire been authorized, agreed upon, and recorded on time report if known?
- ✓ If any of the employees being released have quit or been dismissed, is travel time pay authorized for them? If so, has travel time been recorded on a time report? If not authorized, has it been charged as a commissary item?
- ✓ Are the mailing addresses complete, including zip codes?
- ✓ Are all columns with time signed off? Make certain that corrections to the time report have been initialed off.
- ✓ Is a diagonal line through unused portions of columns?
- ✓ Have all disputes regarding hours of pay been settled?
- ✓ Have all employees signed their time report and does this signature match the name at the top of the time report?
- ✓ If there were excess hours, is a notation of IC approval made?

Region Offices will audit OF-288s, maintain copies for the Region, and archive a copy of the excess hours justification and Commissary Issue Record.

The following items are verified on the OF-288 upon return from an incident:

- Time and commissary deductions are accurately posted
- All columns are signed off by a timekeeper except a column representing travel home
- Timesheet is signed by employee
- GGU and SU employees note in block 24 allowable additional ½ hour meal period not taken per GGU and SU contract (See page 9, under General Government and Supervisory Unit) when applicable.

See examples on page 13 of an out-of-state or non-DOF OF-288, and page 14 for a DOF fire.

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Incident Distribution of Emergency Firefighter Time Reports

Original – will be routed through the administering Area and then the employee's home unit's Regional office before being sent to Juneau for processing. For state employees, the original OF-288 will be submitted as backup for the regular timesheet.

Yellow – employee

White – final fire package

Distribution of State EFF OF-288s From an Incident

Route the original time reports and excess hours justification:

State Incident Regional Admin will coordinate with the home unit Admin to determine how OF-288s will be processed.

Coastal Region

Division of Forestry
101 Airport Road
Palmer, AK 99645-6445
Attn: Payroll
Phone: (907) 761-6205
Fax: (907) 761-6201

Northern Region

Division of Forestry
3700 Airport Way
Fairbanks, AK 99709-4699
Attn: Payroll
Phone: (907) 451-2663
Fax: (907) 451-2690

AFS Crew Time

Alaska Fire Service
P.O. Box 35005
Fort Wainwright, AK
99703-0005
Attention:
Financial Services
Phone: 356-5780
Fax: 356-5784

D-41

1. Identification Number
F 7332464

*Equipment rentals must be supported with OF-294 and OF-297

NSN 7540-01-124-7033



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USDA/USDI
50288-102

0-16

1. Identification Number
F 7332464

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USDA/USDI
50288-102

Attach leave slip here

Carry Forward		Employee Name (Last, First M.I.)		Employee Number		Pay Period Ending		OT Eligible:		X		Yes		No		AKPAY Batch #	
Hours:		John Forthwright		123456		7/15/1X		Bargaining Unit:		X		GGU		SU			
Lv/Hol:								Full Time				Short Term Non Perm		Long Term Non Perm		Entered:	
Day of Week		Start Time		Stop Time		Start Time		Stop Time		Standby		Swing		OT		Eight Digit Collocation Code	
Date		Start Time		Stop Time		Start Time		Stop Time		Standby		Swing		OT		Eight Digit Collocation Code	
Date		Start Time		Stop Time		Start Time		Stop Time		Standby		Swing		OT		Eight Digit Collocation Code	
FRI	7/1/1X	1000	1430	1530	1830												
FRI	7/1/1X																
SAT	7/2/1X	0800	1000	1030	1430	1500	2200										
SUN	7/3/1X	0800	1000	1030	1430	1500	2200										
MON	7/4/1X																
MON	7/4/1X	0600	1000	1100	1430												
MON	7/4/1X	1430	2359														
TUE	7/5/1X	0001	0200														
TUE	7/5/1X	1200	1430	1500	2300												
WED	7/6/1X	0600	1000	1030	1900												
THU	7/7/1X	0600	1100	1130	1900												
FRI	7/8/1X	0600	1100	1130	1900												
SAT	7/9/1X	0600	1100	1130	1900												
SUN	7/10/1X	0030	0130														
SUN	7/10/1X	0400	0800	0830	1900												
MON	7/11/1X	1000	1400	1500	1830												
TUE	7/12/1X	1000	1400	1500	1830												
WED	7/13/1X	1000	1400	1500	1830												
THU	7/14/1X	1000	1400	1500	1830												
FRI	7/15/1X																
MANDATORY DAY OFF																	
Total Hrs. 162.0 60.0 7.5 0.0 0.0 0.0 7.5 68.5 4.0 14.5 180.0																	
Grand Total 155.0																	

Employee Signature: John Forthwright Date: 7/15/10

Approving Authority Signature: John Forthwright Date: 7/15/10

Page: OF

Final Determination of pay type and rate of compensation will be made by the Department of Administration.

We certify that the time and hours of work recorded above are true and correct.

O.T. Conversion? ☐ YES ☒ NO

W/LD? ☐ YES ☒ NO

LOA: ☐ Wildland Fire ☐ IROC #:

Hazard on Reverse? ☐ YES ☒ NO

Commissionary Deduction: \$44.44

Leave Codes

165	Personal
160	Annual
150	Sick
152	Excess Sick
190	Military
195	Court
170	Comp Lve Ann
172	Comp Lve PER
19A	Flex

0-24

*Equipment rentals must be supported with OF-294 and OF-297

NSN 7540-01-124-7833



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TIMESHEET INSTRUCTIONS**

NOTE: Record all appropriate information in the top section of the timesheet.

DATE: List all dates in pay period including regular days off (RDO).

START TIME: Indicate shift start time.

REGULAR TIME: Record all time worked at straight time except hours compensated as straight overtime. Leave, overtime, and holidays should not be included here.

HOLIDAY: Record 7.5 hours for paid State holiday. Do not include hours worked.

LEAVE: Record the hours of leave reported on leave slips. Misc. leave: leave hours not identified elsewhere on timesheet (i.e. sick – LTC, military, court, family).

OT STRAIGHT: LTC – Record hours worked between 7.5 and 8 hours a day. **SU/KK** – Record hours between 37.5 and 40 hour per week.

1.5 X OVERTIME: GG – Record hours worked after 37.5 hours per week. **LTC** – Record hours worked after 8 hours in a day or 40 hours per week. **SU/KK** – Record hours worked after 40 hours per week. Record all hours worked on holidays. Signature of supervisor authorizes overtime for eligible employees.

2 X OVERTIME: LTC only – Record hours worked on 2nd scheduled RDO if employee has worked 7 consecutive days.

RECALL/CALL BACK: Record only actual hours worked and start time. **GG** – Recall provisions do not apply in the following cases:

- a. if the additional work assignment has been scheduled prior to the bargaining unit member's leaving the worksite at the end of the shift;
- b. if the employee who is contacted to return to work is on standby when contacted to return to work;
- c. if the employee has volunteered to be called for overtime during a specific pay period;
- d. if the employee is not required to report to a work station or other location to perform the work.

STANDBY/ON-CALL: GG/SU – Record 7.5 hours for each day on standby. **LTC** – Record an X in column for each day on-call.

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OUT OF CLASS CODE: LTC only – Record the appropriate wage group in column for each day working out of class. Note on comment line duties performed that qualify the employee to receive out of class pay and name of the employee they are working for.

DAILY TOTALS: Total of all regular time, holiday, leave, and overtime.

COLLOCATION/LEDGER CODE: Enter only if time is to be charged to other than code of record. Enter corresponding ledger code or fire number if applicable.

TOTAL HOURS: Total hours per page.

GRAND TOTAL: Total hours for pay period.

HAZARD: Check and fill out back.

COMMISSARY: List all total dollars to be deducted.

Sign and date timesheet.

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MEMORANDUM

Department of Natural Resources

STATE OF ALASKA

Support Services Division
Human Resources Section

TO: Administrative Managers
Administrative Assistants

DATE: 2 February 2000

PHONE: 465-2463

FROM: Lee Powelson *[Signature]*
Human Resources Manager

SUBJECT: Call Back – Contiguous Hours

In response to a recent inquiry, the following is provided to assist you in correctly paying LTC employees when called back to work immediately prior to the employee's regular hours of work.

Section 14.03 – Call Back, establishes the basic rule for compensating an employee who is directed to return to work after completing their scheduled work. For most scenarios, the contract language is clear; however, in the following situation the practice of the parties needs clarification.

When an employee is directed to return to work *AND* the employee works continuously to the start of the regular work schedule, the employee is entitled to call back pay at the rate of time and one-half for hours actually worked prior to the start of the employee's regular shift.

Here's an example:

The employee is regularly scheduled to work from 7:00 AM to 3:00 PM with a one-half hour lunch break. Due to heavy snow (which the weather service didn't predict so the extra hours were not scheduled in advance) the employee is called back to work early. The employee reports to work at 5:30 AM to clear the parking lot and sidewalks. The employee works until 7:00 AM, then completes the regular shift.

The employee is paid as follows:

5:30 AM – 7:00 AM	1.5 hours at the rate of time and one-half (code 244)
7:00 AM – 3:00 PM	7.5 hours at the straight-time rate (code 100)

Since the employee receives at least four hours of work this day, the contractual requirement of "a minimum of four (4) hours pay at the appropriate overtime rate" is met. The appropriate pay rate for work between 5:30 and 7:00 AM is the time and one-half rate. The appropriate pay rate for work between 7:00 AM and 3:00 PM is the straight-time rate.

If you have any questions about this, please call the payroll section.

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MEMORANDUM

Department of Natural Resources

STATE OF ALASKA

Division of Forestry
Central Office

TO:	Division of Forestry Personnel	DATE:	May 22, 2002
		TELEPHONE:	269-8474
FROM:	Jeff Jahnke Director	SUBJECT:	Fatigue Management

Employees should receive adequate time off to safely perform the essential functions of their positions. The following is established to promote safety, limit fatigue, and reduce work-related injuries while adhering to specific bargaining unit contract provisions.

Division of Forestry:

1. Adopts a **2 to 1 Work-Rest Ratio**; and
2. Provides at least **1 Day Off in 21 Days**.
3. Provides for **Meal Breaks**.

All division employees are responsible to adhere to these requirements.

2 to 1 Work-Rest Ratio

The Division of Forestry has adopted the nationally recognized 2 to 1 work-rest ratio guideline (for every 2 hours of work or travel, provide 1 hour of rest). For example, a 16- hour shift must be followed by 8 hours of rest.

Written justification with approval by the Regional Forester, Chief of Fire & Aviation, or Incident Commander is required for hours in excess of:

- 19 hours worked during the first 24-hour operational period of an incident, with 5 hours rest before the next operational period; or
- 16 hours worked after the first 24-hour operational period, with 8 hours rest before the next operational period.

Note: Any employee assigned full-time driving duties may not exceed 10 hours driving during a maximum allowable 16-hour shift, followed by 8 hours rest before the next operational period.

Time in transit to an incident is considered time worked and starts when a person reports to logistics or a similar office and ends upon check-in at the incident.

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1 Day Off in 21 Days

All Division of Forestry employees will have at least one day off within a 21-day period. After 13 consecutive days of work, employees should be scheduled for their next regular day off (RDO) whenever feasible. (See example #1 attached.)

In no case is any employee to work in excess of 20 consecutive days. (See example #2 attached.)

Fulltime employees are entitled to 37.5 hours in pay status within 5 consecutive days, and two consecutive days off, within the 7-day workweek (Monday 0001 hours to Sunday 2400 hours). Managers should stagger work schedules (so not all individuals have the same RDOs) to most efficiently maximize coverage of the work unit.

In extreme situations during the high fire season, employees may not be able to take their next RDO following 13 consecutive days of work. In these circumstances, a supervisor may instruct an employee to take a regularly scheduled workday off in order to comply with the 1 day off in 21 policy. In this scenario, the supervisor must ensure the employee still receives the 37.5-hour of pay status within five consecutive days. Employees may elect to use personal or annual leave, or overtime conversion, for a mandatory day off that falls on a regularly scheduled workday, in lieu of unpaid time off. Supervisors may not direct employees to take leave to meet the 37.5-hour workweek threshold.

It is the responsibility of employees and supervisors to track days worked in order to adhere to this policy.

Meal Breaks

Division employees are expected to follow their collective bargaining agreements regarding meal breaks. When working on fire assignment, employees shall comply with the Alaska Incident Business Management Handbook and the Federal Interagency Business Management Handbook regarding meal breaks.

In extreme situations, fireline personnel may be compensated for their meal period in accord with the Alaska Incident Business Management Handbook (Chapter 2), and the Federal Interagency Business Handbook (Chapter 10, Section 12.6). Compensable meal breaks are the exception, not the rule.

CC: DNR Human Resources